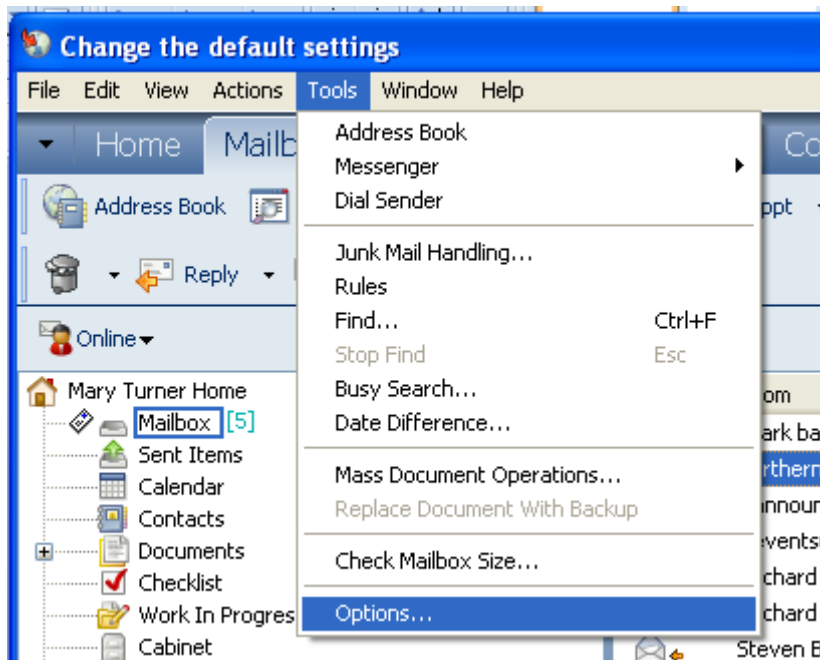


Archiving Email in GroupWise

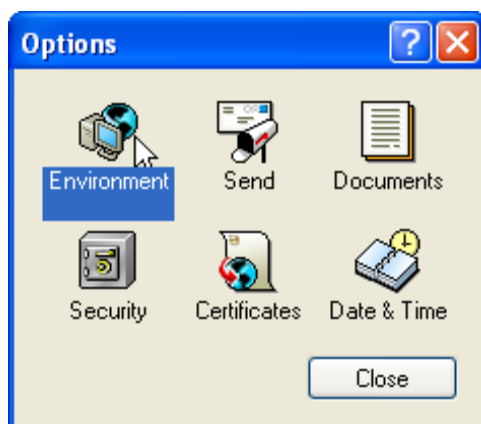
*****Email Archiving should be done using the GroupWise Application and **NOT** through the WebAccess GroupWise. (WebAccess GW is the link found on the Harnett Co webpage under Staff Links.

1--Click on **Tools**

2--Click on **Options**

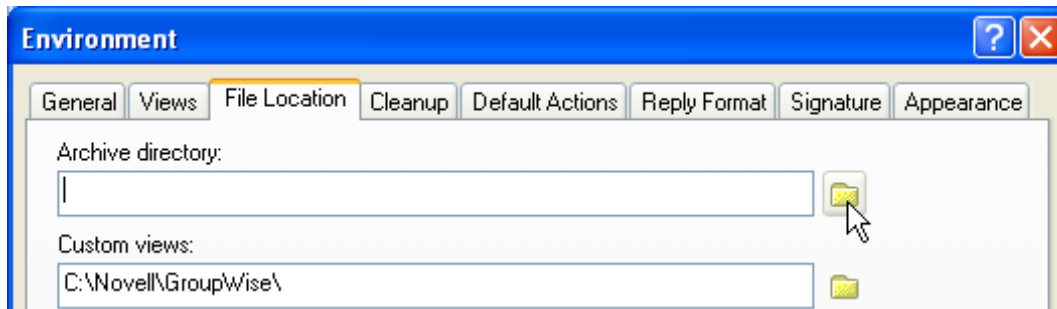


3--Click on **Environment**

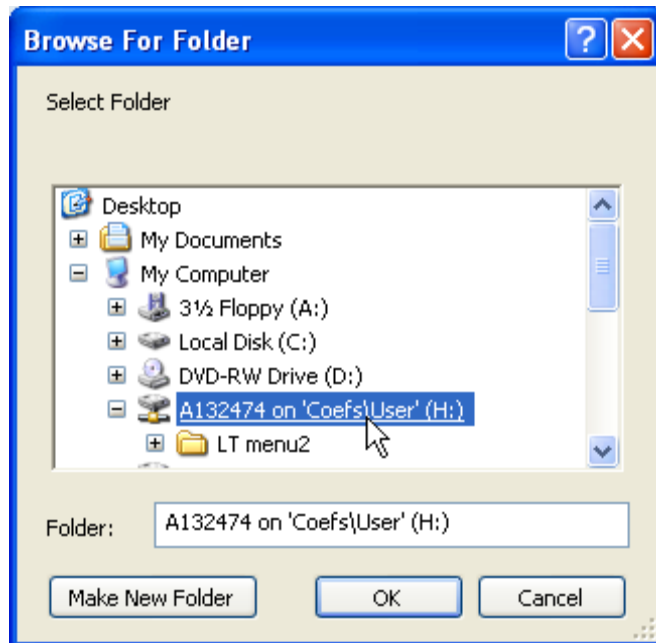


4--Click on the **File Location** tab.

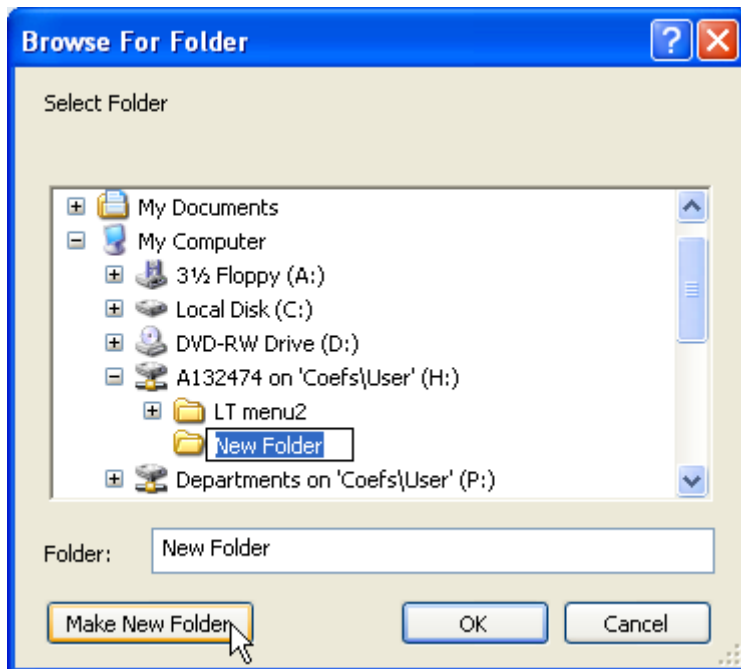
Under Archive Directory, click on the yellow folder to the right side



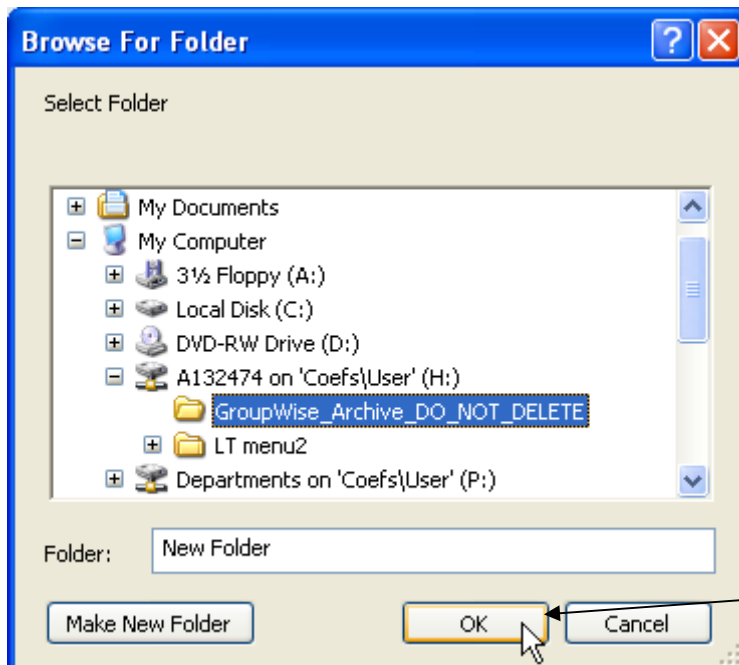
5-- Browse to **My Computer** and select the drive that has your name and the drive letter (H) behind it. Example: Click on **My Computer** then click on **A132474 on Coefs\User (H:)**



6—Click on **Make New Folder**

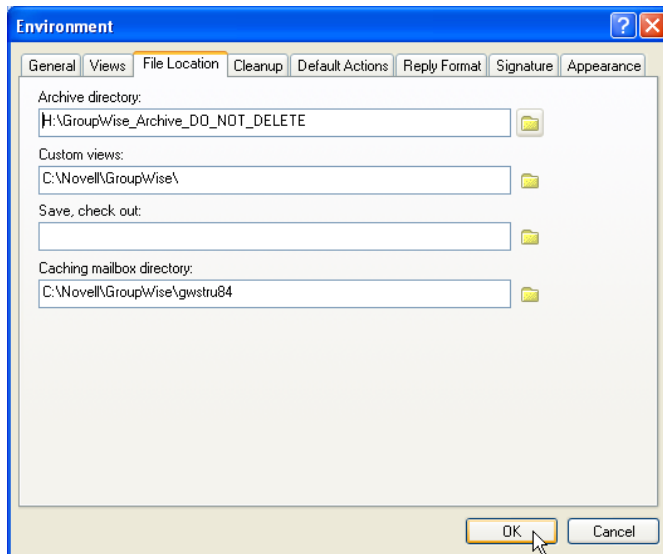


7—**New Folder** is now highlighted in blue, type in the following title for the new folder:
GroupWise_Archive_DO_NOT_DELETE



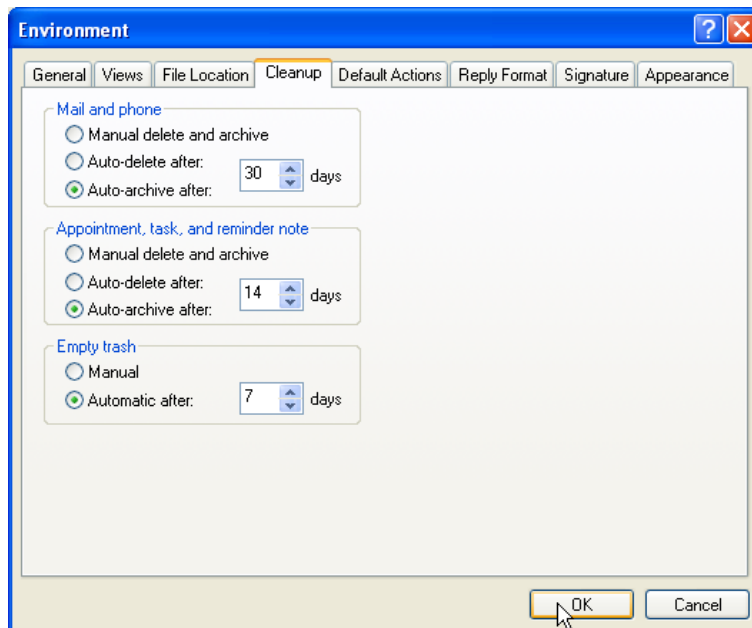
Click **OK** when finished.

8—The **File Location** screen will now look similar to this:



9—Now click on the **Cleanup** Tab

Under **Mail and Phone**, click on **Auto-archive after**: you may choose any number of days you want the process to start after, i.e. 30, 60, 90, 120 or even 365.

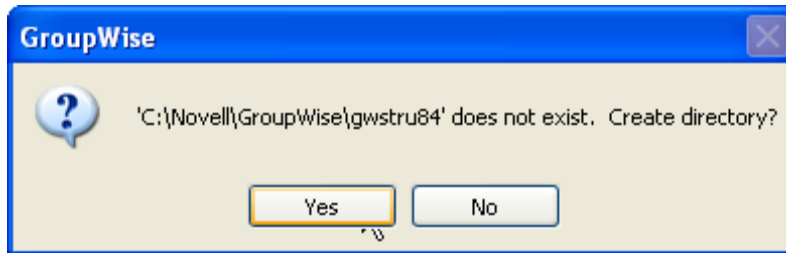


10—Leave the “Appointment, task, and reminder note” section as is.

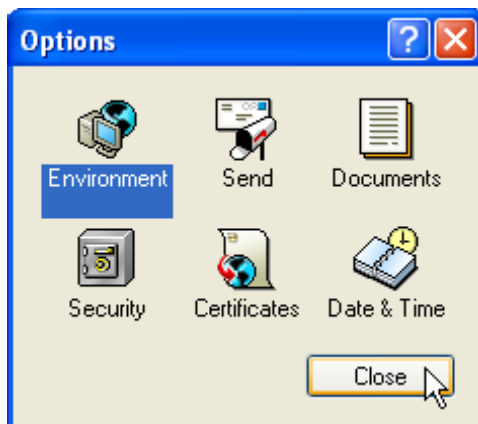
11—The “Empty trash” section is **NOT** available to be changed; it appears grayed out.

12—Click **OK**.

If the following message appears, click **YES**.

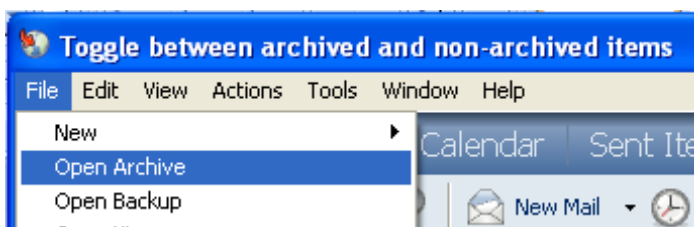


13—Click **Close**.



To view Archived Emails following these steps:

1—To view your **Archived Messages** click on **File**, upper left hand corner, then **Open Archive**. You may now use your Archived Email in the same manner as you do your “Regular Mailbox”.



2—To return to your regular mailbox, click on **File**, choose **Open Archive** to uncheck it (this will close the Archive window and return you to your mailbox).

